

# House File 350 - Introduced

HOUSE FILE 350  
BY COMMITTEE ON STATE  
GOVERNMENT

(SUCCESSOR TO HSB 144)

## A BILL FOR

- 1 An Act relating to public records requests.
- 2 BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF IOWA:

1 Section 1. Section 22.3, subsection 1, Code 2023, is amended  
2 to read as follows:

3 1. The examination and copying of public records shall  
4 be done under the supervision of the lawful custodian of the  
5 records or the custodian's authorized designee. The lawful  
6 custodian shall not require the physical presence of a person  
7 requesting or receiving a copy of a public record and shall  
8 fulfill requests for a copy of a public record received in  
9 writing, by telephone, or by electronic means. Although  
10 fulfillment of a request for a copy of a public record may be  
11 contingent upon receipt of payment of reasonable expenses, the  
12 lawful custodian shall make every reasonable effort to provide  
13 the public record requested at no cost other than copying costs  
14 for a record which takes less than thirty minutes to produce.  
15 In the event expenses are necessary, such expenses shall be  
16 reasonable and communicated to the requester upon receipt of  
17 the request in accordance with section 22.4, subsection 3.  
18 A person may contest the reasonableness of the custodian's  
19 expenses as provided for in [this chapter](#). The lawful  
20 custodian may adopt and enforce reasonable rules regarding the  
21 examination and copying of the records and the protection of  
22 the records against damage or disorganization. The lawful  
23 custodian shall provide a suitable place for the examination  
24 and copying of the records, but if it is impracticable to do  
25 the examination and copying of the records in the office of  
26 the lawful custodian, the person desiring to examine or copy  
27 shall pay any necessary expenses of providing a place for the  
28 examination and copying.

29 Sec. 2. Section 22.4, Code 2023, is amended by adding the  
30 following new subsection:

31 NEW SUBSECTION. 3. Upon receipt of a request for a copy of  
32 a public record, the lawful custodian or the lawful custodian's  
33 authorized designee shall do all of the following:

34 a. Promptly acknowledge the request and provide contact  
35 information for the lawful custodian's authorized designee.

1       b. Provide an approximate date by which an estimate for any  
2 reasonable expenses and the release of a copy of the public  
3 record or a response to the request will be provided to the  
4 requester.

5 c. Inform the requester of any expected delay in the  
6 production of the public record.

7	EXPLANATION
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8           The inclusion of this explanation does not constitute agreement with  
9           the explanation's substance by the members of the general assembly.

10       This bill provides that upon receipt of a public records  
11 request, the lawful custodian shall promptly provide the lawful  
12 custodian's contact information, approximate date of the  
13 records release, an estimate of any reasonable fees associated  
14 with the records request, and any expected delay in production  
15 of the public records.